

CITY OF RENTON
REQUEST FOR STATEMENTS OF QUALIFICATIONS

City Center Community Plan

The City of Renton, Washington, is seeking statements of qualifications from consultants with experience and expertise in successful development of City Center “urban” subarea planning.

General Information

Renton is located at the south end of Lake Washington in King County. The city has been growing rapidly and has a population of more than 80,000 residents in 22.9 square miles.

The City Center Community Plan area is approximately 600 acres in size and has a diverse mix of land uses including: industrial manufacturing (Boeing and Kenworth), commercial, mixed-use, residential multi-family, and well established single-family neighborhoods. The City Center is home to over 7,000 residents and 1,000 businesses.

The City Center Community Plan will be the first subarea plan developed under the Community Planning Initiative for the City of Renton. Using the goals, objectives, and policies of the Community Planning Element of the citywide Comprehensive Plan, it is hoped that this initial planning effort will serve as a template for development of future community plans. Elements will include: Vision, Land Use, Economic Development, Housing, Community Design, Historic Preservation, Capital Facilities, and Parks, Recreation, and Open Space.

The City operates as an “optional municipal code City,” governed by the Renton Municipal Code. Additional information about the City can be found at www.rentonwa.gov.

Required Services

The consultant who is ultimately selected will serve as auxiliary staff and project lead for the community plan. The consultant will develop the final work program, review, and, as needed, help develop background materials; structure the visioning process and prepare text or storyboards for surveys or other public information tools; prepare meeting agendas and packets; take the lead at community meetings and presentations; and serve as primary author of the community plan. The consultant will present the plan at public hearings in front of the Planning Commission and during City Council review. The consultant will oversee development of environmental review pursuant to SEPA. The consultant, with our staff, will draft implementing development regulations; manage environmental review of those regulations; and take them through the public hearing process. The consultant will conduct regular meetings with key staff and the interdepartmental team and/or arrange regular hours to be on-site in the Department of Community and Economic Development to provide enhanced accessibility for stakeholders and City staff.

Closing Date and Mailing Address for Submittals

1. Submit four copies of the consultant's qualifications in time to be received by 5:00 p.m. on January 12, 2009, at the following address:

City of Renton
Department of Community & Economic Development, Planning Division
1055 South Grady Way, Sixth Floor
Renton, WA 98057

2. No faxed, emailed, or telephone proposals will be accepted.
3. All proposals must be in a sealed envelope and clearly marked "Qualifications for City Center Community Plan."
4. Qualifications should be prepared simply and economically, providing a straightforward, concise description of the consultant's capabilities to satisfy the requirements of this request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.
5. Qualifications shall be limited to ten (10) pages, not counting resumes.

Minimum Requirements

Minimum requirements of the submittal shall include the following information:

1. A short resume and statement of the consultant's experience and expertise in successful implementation of a downtown subarea plan. Do not submit general qualifications of the firm or any individuals who will not be assigned to work on Renton's project.
2. Brief description of similar projects, including project dates and references.
3. The consultant's cost for providing the required services described in this RFQ.

Evaluation of Proposals

Each proposal will be evaluated according to the following criteria:

1. Experience and expertise of the consultants. Renton's evaluation of the consultant's qualifications may include checking with references.
2. Responsiveness, clarity, and soundness of the approach the consultant will take in developing the City Center Community Plan.
3. Cost of the consultant's services. While cost is a consideration of the evaluation, the City is primarily interested in the qualifications of the consultants. The City is not required to select the proposal with the lowest cost.

General Conditions

1. All materials and images developed during this project will belong to the City.
2. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposals.
3. The City reserves the right to request clarification of information submitted, to request additional information from the consultant, and to request an interview with the consultant.

4. The City reserves the right to award the contract to the next most qualified consultant, if the successful consultant does not execute a contract within thirty (30) days after notification of the award of the bid.
5. Any proposal may be withdrawn until the date and time set above for submittal of the proposal. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, for the services described in the attached specifications, or until one or more of the proposals have been approved by the City , whichever comes first.
6. The City shall not be responsible for any costs incurred by the consultant in preparing, submitting, or presenting its response to this RFQ.
7. In order to provide a consistent approach to the project, achieve economies of scale, and to minimize disruption of City staff, the City expects to award this proposal to one consulting firm or team.

Questions regarding the project may be directed to Chip Vincent, Planning Director, at 425.430.6588 or cvincent@rentonwa.gov.

Bonnie I. Walton, City Clerk

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